

# Arkansas Department of Emergency Management

## Procurement Process for Construction Managers as a Professional Service

This policy is intended to provide guidance on the procurement method of a Construction Manager for Hazard Mitigation Grant Program and Pre-Disaster Mitigation safe room projects. This policy's intent is to meet the Code of Federal Regulation Criteria for Procurement based on *Competitive Proposal*, located in the 44 CFR 13.36 (d(3)). The following method listed is acceptable by the Arkansas Department of Emergency Management (ADEM), and is only for Construction Management as a Professional Service:

The procurement of a Construction Manager can take place before, or after, the subgrantee receives approval of the final floor plans, bid specification, and site location from ADEM, for the actual work. However, ADEM must approve the bid documents for the actual work before it can be sent out for bid.

The following steps are required:

1. Publicly solicit Requests for Qualifications (RFQs) for Construction Manager of the safe room project.
2. Receive the RFQs, and select the Firms that you wish to interview for the CM position. ADEM recommends at least three if available.
3. Interview the selected firms. An evaluation form using, at a minimum, the following criteria must be used:

**(1)** The specialized experience and technical competence of the firm with respect to the type of professional services required;

**(2)** The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;

**(3)** The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules and deadlines; and

**(4)** The firm's proximity to and familiarity with the area in which the project is located.

**(5)** The firm's management & supervision fee based on the Scope of Work.

The attached sample evaluation form (Attachment 1) may be used.

4. The firm who receives the best total score should be selected for Construction Management for the project. ADEM will need copies of the evaluation sheets with the evaluator's signature and date.